

The American Institute of Professional Bookkeepers (AIPB)

DANTES Test Centers' Authorization

The American Institute for Professional Bookkeepers (AIPB) authorizes military installations with DANTES test centers to administer the bookkeeper certification examination to uniformed military personnel.

Background

In 1998, the American Institute of Professional Bookkeepers (AIPB) established the first national standard for bookkeepers: the Certified Bookkeeper (CB) Program.

Developed over nine years, the program requires candidates to sit for a five part national examination. The five parts may be taken in three sittings of two hours each , or five sittings (four 1-hour tests and one 2-hour test) at DANTES test centers.

The national examination may also be taken at any of 300 Prometric (formerly Sylvan) test centers in the continental U.S (for details on taking the test at Prometric, call AIPB at 1-800-622-0121 or e-mail info@aipb.org).

AIPB, founded in 1987, is the national association and certifying body for bookkeepers, currently has over 35,000 members.

Address

AIPB
Suite 500
6001 Montrose Road
Rockville, MD 20852

Phone: 800-622-0121
Fax: 800-541-0066
E-mail: Info@aipb.org

Description

Eligibility Requirements

To become a Certified Bookkeeper (CB), a candidate must pass the five-part national certification exam offered at DANTES test sites worldwide.

Experience requirements may be met before or after passing the CB examination. Candidates must provide evidence of having at least two years' full-time experience (3,000 hours) or the part-time equivalent. Candidates who pass all parts of the exam have three years from the date on which they passed their test to meet the experience requirements.

All applicants must agree in writing to adhere to the CB Code of Ethics.

NOTE: You should have at least 1-2 years' on-the-job bookkeeping experience or 1 year of college financial accounting.

The National Certification Exam

The five-part examination is all multiple choice and can be taken in three sittings or five sittings as follows:

Option 1: Taking the exam in three sittings

Sitting one: Accruals, Deferrals and the Adjusted Trial Balance (1 hour)
Correction of Accounting Errors and the Bank Rec. (1 hour)

Sitting two: Payroll (1 hour)
Depreciation (1 hour)

Sitting three: Inventory (recording and value merchandise inventory)
(2 hours)

Option 2: Taking the exam in five sittings

Sitting one: Accruals, Deferrals and the Adjusted Trial Balance (1 hour)

Sitting two: Correction of Accounting Errors and the Bank Reconciliation
(1 hour)

Sitting three: Payroll (1 hour)

Sitting four: Depreciation (1 hour)

Sitting five: Inventory (recording and value merchandise inventory)
(2 hours)

NOTE: Applicants may take the tests in any order they choose. The tests are listed in the suggested order, but it is completely up to the test taker.

Passing Scores and Retest

Scores and Retests

The passing score for each of the five parts of the national exam is 75 percent. If you do not achieve a score of 75 percent on any part of the test, you must repeat that part.

For example, if you choose Option 1, which means you take in one sitting, Accruals and Deferrals (1 hour) and Correction of Accounting Errors (1 hour). You pass Accruals and Deferrals but not Correction of Accounting Errors. You only have to retake Accruals and Deferrals, but not Correction of Accounting Errors because you passed it the first time.

An applicant may retest after a 30-day waiting period, and may register for the retest after a 14-day waiting period.

Notification of Test Results

Notification of Test Results and Issuance of Certificate

AIPB will notify the candidate of their grade within 4 weeks of taking any part of the national certification examination—6 weeks outside the continental U.S.

Candidates who pass all tests, meet the experience requirements, and sign the AIPB Code of Ethics will receive their certificate within four weeks of passing the last test (six weeks outside the continental U.S.)

Application and Test Procedures

Applications

Candidates may file their application for certification at any time. Once the application is accepted, the candidate will have one year to sit for any one of the five parts of the certification examination.

A candidate who does not take any test during the one-year period must reapply. However, candidates have three years from the date of registration to pass all tests. If three years elapse without the candidate passing all tests, the candidate forfeits all tests passed to date and must reapply as if for the first time.

Certification Fees

Registration and Test Fees

An authorized DANTES Test Control Officer shall include a letter on command letterhead stating he or she will administer the exam.

Registrations fees, payable to “AIPB,” are:

- Member \$25
- Nonmember \$60

Test fees

Test fees vary depending on whether you take the five-part exam in five sittings or in three sittings. The vast majority of applicants take the exam in three settings, as follows:

Option 1: Taking the exam in three sittings

Sitting one: Accruals, Deferrals and the Adjusted Trial Balance (1 hour), and Correction of Accounting Errors and the Bank Reconciliation (1 hour). . . \$75

Sitting two: Payroll (1 hour) and Depreciation (1 hour). \$75

Sitting three: Inventory (2 hours) \$75

Option 2: Taking the exam in five sittings

Sitting one: Accruals, Deferrals and the Adjusted Trial Balance (1 hour). . \$50

Sitting two: Correction of Accounting Errors and the Bank Rec. (1 hour)...\$50

Sitting three: Payroll (1 hour) \$50

Sitting four: Depreciation (1 hour) \$50

Sitting five: Inventory (2 hours). \$75

Retest fees (all retests are given individually):

Accruals, Deferrals and the Adjusted Trial Balance (1 hour). \$50

Correction of Accounting Errors and the Bank Reconciliation (1 hour). . \$50

Payroll (1 hour) \$50

Depreciation (1 hour) \$50

Inventory (2 hours). \$75

Cancellation and Rescheduling Policy

Cancellation and Rescheduling

Test may be cancelled or rescheduled without penalty by notifying the DANTES Test Control Officer before noon, 2 business days (subject to change) before the test.

NOTE: Application fees are nonrefundable. Test fees are nonrefundable unless notice of cancellation is given before noon at least 2 business days before the scheduled test.

Examination Preparation

Self-study Courses

AIPB has prepared five official courses (five self-study workbooks), one for each part of the national certification exam:

- *Mastering Adjusting Entries* (Accruals and Deferrals)
- *Mastering Correction of Accounting Errors* (includes the bank reconciliation)
- *Mastering Depreciation*
- *Mastering Payroll*
- *Mastering Inventory*

The candidate is not required to use these courses to prepare for the certification exam. However, if the above study guides are not used, candidates are urged to prepare, and use appropriate study materials. The five courses are offered at a substantial discount to active duty military personnel and their dependents.

Courses may be ordered on line at www.aipb.org/continuing_education.html or by calling 1-800-622-0121 (in the continental U.S.). Active duty military personnel and their dependents are given substantial discounts on the self-study workbooks, and should call 1-800-622-0121 (if in the continental U.S.) or E-mail info@aipb.org for details.

Administration

Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE BOOKKEEPER CERTIFICATION EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS MILITARY REGULATIONS PROVIDE OTHERWISE.

Civilian Administration

DANTES test centers may administer the Certified Bookkeeper examination to the following civilians on an **UNFUNDED** (examinee pays) and space-available basis according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and their dependents
 - U.S. federal employees who work at any military installation.
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Maintaining Professional Certification

Maintaining Certification

The CB credential is awarded for a period of three years. To maintain CB status, the Certified bookkeeper must acquire 90 Continuing Professional Education Credits (CPECs) over a 3-year period from the anniversary of the last CB test that they passed and every 3 years thereafter.

Information on how to obtain CPECs from AIPB and non-AIPB materials, registration fees, forms, and other details will be sent to each candidate granted the Certified Bookkeeper designation.

If the experience requirement is satisfied after passing the examination, the 3-year period for obtaining the 90 CPECs begins on the date when AIPB accepts the experience requirement.

A CB who does not attain 90 CPECs over the 3-year period must retake the CB tests.

Problems

Problems If information pertaining to the examination is not received in a timely manner or if you have questions, please call 800-622-0121 or e-mail info@aipb.org.

Security

Test Loss or Compromise Refer to Part I of the *DANTES Examination Program Handbook (DEPH)* for complete instructions if there is an AIPB test loss or compromise.

Contact DANTES immediately and refer to specific Service regulations for complete instructions if there is a CB test loss or compromise.
DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20 F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1161
Pensacola, FL 32509-5243	DSN: 922-1161

Approved for Veterans Reimbursement

MGIB Reimbursement Eligible veterans may obtain reimbursement from the Department of Veterans Affairs for the costs of taking the CB examination. Additional information about this program is on the VA Web site at www.gibill.va.gov/education.

Official Source of Information

AIPB Certification Examination

You may request a free booklet, *The Certified Bookkeeper Program* at the AIPB Web site (www.aipb.org). This booklet gives you all the details you see here and includes a registration form, evidence-of-experience forms and many other important details. You may also order this booklet by calling 800-622-0121 within the continental U.S. or by e-mailing info@aipb.org.

NOTE: When ordering the free booklet (on-line, by phone or by e-mail) always mention “DANTES” to ensure that you receive details on test schedules and fees at DANTES sites (in addition to Prometric sites).

Web Pages and E-mail Addresses

DANTES Web Address

Access the DANTES web pages at <http://www.dantes.doded.mil>.

AIPB Web Address

Access the AIPB web page at www.aipb.org.

DANTES E- mail Address

The DANTES Certification Program E-mail address is certprog@voled.doded.mil.
